| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 3/15/2024 | FA9679 | FT Admin – Computer Information Technologies (CIT) Program Director | FA9992 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Technical Careers | Computer Information Technologies | Admin II | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  AFT | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| *Lansing Community College’s Technical Careers Division provides over 30 innovative program areas. Our collaborative and flexible team environment works with the local, regional, and national community for the success of every student. We believe in each other and find joy in our work, never stop learning or growing and we are guided by strong character, ethics, and integrity.* ***We make a difference****. Our dedication to diversity, inclusion, and universal access underscores our commitment to fostering an inclusive educational culture. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.*  The Computer Information Technology (CIT) Program Director is responsible for the day-to-day operation of the CIT Program. They oversee instruction for the CIT Program including facilitation of curriculum development, program review, scheduling faculty and courses, preparing program budget and monitoring expenditures, provides leadership, oversight, and support of grant initiatives, plans for program marketing and maintains liaison with external agencies, advisory committees and the greater Lansing community in regards to issues pertaining to program development and service delivery. The incumbent assumes direct responsibility for the management of assigned faculty and staff, as well as, demonstrate a commitment to the diversity of a multi-cultural population and work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| FS9854, FF9824, FF9859, FF9902, FF9958, FF9959, FFY997-52, FF995-52, PFCITX, PFGRET |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 60 | 1 | Provides the CIT Program’s administrative leadership, including but not limited to: strategic planning, program development, curriculum development, development and management of articulation and transfer agreements, program review, accreditation coordination, budget preparation, budget management, management and oversight of program equipment, faculty and staff scheduling and management (including timely completion of performance reviews), development and growth of external relationships with industry and academic partners, and analyzing current trends to continually improve program quality. |
| 20 | 2 | Serves as the primary liaison with external agencies and departments relative to Computer Information Technology programs, grant application, oversight and management. Development and growth of external relationships with industry and academic partners. |
| 10 | 3 | Identify and provide opportunities for faculty professional development including industry-based teaching certifications |
| 5 | 4 | Provides guidance, support and innovation for online courses. |
| 5 | 5 | Other duties as assigned |
|  | 6 | Type here |
|  | 7 | Type here |
|  | 8 | Type here |
|  | 9 | Type here |
|  | 10 | Type here |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
| --- |
| * In-depth knowledge of relevant academic disciplines and practical learning/instructional procedures and practices * Knowledge of current technologies as they relate to both instructional and administrative practices * Knowledge of budget planning and implementation * Excellent verbal and written skills, including public speaking * Team building skills to build a cohesive and integrated program * Effective listening and understanding cultural and individual differences among faculty, staff, and students * Ability to interact with employers and industry leaders of applicable agencies * Values, trusts, and respects colleagues, students and industry partners * Ability to evaluate situations, analyze problems, identify obstacles, evaluate and prioritize alternatives, draw conclusions, and implement creative and appropriate solutions * Provides academic leadership to faculty to support individual professional development and ensure quality instruction * Positively represents Lansing Community College and the CIT Program within the college and greater community * Ability to work effectively with a diverse community |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
| --- |
| **Required**   * Bachelor’s Degree from a regionally accredited college or university and three (3) years related experience. * Demonstrated experience and/or knowledge of the Computer Information Technology area * Significant management/supervisory experience (2 years or more)   **Preferred**   * Direct work experience within the Information Technology field * Graduate degree in the Computer Information Technology related area of study * Experience in managing projects * Direct work experience with grants * Two years’ Teaching/Training Experience * IT related Administrative Experience |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Shon’ta Dwyer **Supervisor’s Signature:** \_\_Dean Signature

Shon'ta Dwyer\_­­\_\_\_\_ **Date:** \_\_3/13/2024\_\_\_

**Dean/ELT’s Name:** Shon’ta Dwyer **Dean/ELT’s Signature:** \_\_Dean Signature

Shon'ta Dwyer\_\_\_\_\_\_ **Date:** \_\_\_3/13/2024\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_Sydney Glasscoe\_\_\_\_\_\_\_ **Date:** \_\_3/15/2024\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FA9679 **Date:** **3/4/2024 Supervisor’s Position #:** FA9992

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises